



Florida Department of Transportation
Internship Program: Position Advertisements

Fall Semester 2016

Students interested in applying for any of the following Florida Department of Transportation **Fall Semester** positions must complete the internship application, Form 250-000-25, and email it to interns@dot.state.fl.us or fax it to (850) 414-5299 **by August 28, 2016**. Any applications received after that date will not be considered for the **Fall Semester**. Candidates must be actively enrolled students in an accredited university or college for the semester of the internship. Candidates may apply for multiple positions and must include the advertisement number, located in the left-hand column below, in each submitted application. Candidates should note the location of the internship and any position criteria, and be able to provide supporting documentation (e.g. of enrollment, GPA, class status). Candidates should also note that all positions follow the standard workweek of Monday through Friday. Participants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the Department (850-414-5321) in advance to allow sufficient time to provide the accommodation.

The Department of Transportation hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification check will be conducted using the U.S. Citizen and Immigration Services' electronic database (E-Verify) on each new employee.

The Department of Transportation supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act. The Department of Transportation is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

| Advertisement # | District / Office | Description | Location | Contact Person | Contact Information | Criteria |
|-----------------|-------------------|---|----------------|-----------------|--|---|
| 55990810 | District 1 | <ul style="list-style-type: none">• The Intern will be exposed to a varied learning experience in a professional Information Technology department.• You will gain experience in enterprise information technology support.• Exposed to the challenges of supporting a wide range of customer needs and gain exposure to the tools utilized by enterprise state agency.• Assist with the documentation of Information Technology infrastructure, assets and customers utilizing floor plans, Microsoft Active directory and third party software.• Perform basic troubleshooting technical support for computers and peripheral equipment.• Assist with software and hardware installations following FDOT policies and procedures. | Bartow | Kristi Tays | (863) 519-2655 | Junior, senior or graduate students in Computer Science, Information Technology, or related field. Have familiarity with Microsoft Office. Minimum GPA 3.0 |
| 55990812 | District 1 | <ul style="list-style-type: none">• Assist with identifying plan notes that are redundant or conflict with the Standard Specifications.• Assist with ensuring that Quality Assurance of in-house and consultant prepared specifications packages is in accordance with standards, procedures, policies, formats and guidelines as set by the Florida Department of Transportation and Federal Highway Administration.• Establish or update construction cost estimates on simple and/or routine projects in the Department's Work Program utilizing the Long Range Estimating System or American Association of State Highway and Transportation Officials' Transport System.• Assist with updated construction cost estimates on all projects in the 5-year Work Program for the annual review.• Prepare post-bid evaluations on simple and/or routine projects for District projects identified on the contract bid review list.• Run the unbalanced items report, notice to contractor form and prepare other contract bid review documents necessary in accordance with Department procedures.• Obtain completed and signed documents, as required by procedure, from the appropriate personnel and/or low bid contractor.• Assist in CPM schedule development. This includes the addition or deletion of activities, changing activity durations, logic networks and modifying project or activity codes. Assist in the monthly update of active CPM schedules. | Bartow | Melissa Slater | (863) 519-2838 | Junior, senior or graduate students in Civil Engineering, Project Management, Urban Planning or related field. Minimum GPA 3.0 |
| 55990813 | District 1 | <ul style="list-style-type: none">• Through one or more core projects, meetings with their mentor/supervisor/manager and participation in cross-functional educational experiences within all disciplines of Right of Way, to include Acquisition, Property Management, Relocation, Support & Valuation Services.• Throughout the program, Right of Way interns will gain familiarity with the operations of Florida Department of Transportation through you will have full exposure to projects and processes within the Department.• Exposure and interaction with local governmental decision-making will be an opportunity for students interested in future public service.• Assists the Acquisition, Property Management, Relocation, Support and Valuation Services sections of Right of Way with performing duties necessary to provide the right of way required for transportation systems development. | Bartow | Jackie Braswell | (863) 519-2401 | Junior, senior or graduate students in Civil Engineering, Project Management, Urban Planning or related field. Minimum GPA 3.0 |
| 55990820 | District 3 | Under supervision and training of the Public Information Director or other designated staff, this position will perform entry-level professional duties of moderate difficulty to provide residents and employees with accessible information about the mission and initiatives of FDOT. Responsibilities include the following: (1) write and edit various publications and communications including press releases, columns, letters, proclamations, memoranda, etc.; (2) maintain, coordinate, and assist in the preparation of printed and web-based publications; (3) serve as a liaison between FDOT, the media, and local organizations; (4) research FDOT's presence in the media and send daily reports of news; (5) work on and lead special projects including research, communication, and strategic planning initiatives; (6) develop and analyze data and prepare reports and presentations; (7) perform miscellaneous duties to facilitate the operational efficiency of the work unit (e.g., answer telephone and take messages; provide information about FDOT activities and/or programs by responding to inquiries received by telephone, e-mail, etc.); (8) update websites for district (e.g., internet, Facebook, Twitter, Flickr, etc.). | Chipley | Richard Norris | Richard.Norris@dot.state.fl.us | The student should have strong professional written and verbal communication skills; knowledge of Associated Press style; ability to conduct basic research and follow instructions of moderate difficulty; ability to utilize department specific software to complete assignments; strong analytical and interpersonal skills; good organizational and time management skills; Graphic design and/or video production experience is a plus. |
| 55990830 | District 4 | <p>The internship provides a great opportunity for a student to learn about long-range planning, policy development of the FDOT.</p> <ul style="list-style-type: none">• The intern shall have the opportunity to get involved in the Project Development & Environment process and associated reviews related to wetlands, threatened and endangered species, and cultural resources• Interns will be expected to conduct research and data analysis and assist with preparation of GIS maps and graphics for community workshops, public meetings, and agency coordination meetings,• The intern will gain familiarity with the operations of the Environmental Management and/or Planning teams through full exposure to projects and processes within the departments. Within the Environmental Department, the intern will assist with the Efficient Transportation Decision Making (ETDM) process, environmental impact analysis including environmental documentation.• Within the Planning Department the intern will assist with transportation planning including Metropolitan Planning Organizations and public transportation including aviation, seaports, rail, transit, intermodal and freight. The intern would assist with reviews of traffic impact studies, developments of regional impact, master-plans, and local government comprehensive plans. | Ft. Lauderdale | Ann Broadwell | (954) 777-4325 | Senior or graduate level student in Environmental/Natural Resources, Biological Sciences, Urban Planning. Minimum GPA 3.0 |
| 55990835 | District 5 | The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report. Assist with field inspection, gathering work needs, and calculating quantities for maintenance contracts. Assist with contract development, including developing contract scopes, drafting diagrams, reviewing contract documents as quality control, and drafting contract specifications. Assist the construction staff with contract administration. Duties include but are not limited to recording meeting minutes, developing estimates for change orders, review contractor's submittals and conducting field visits as needed. Organize and scan permits and contract documents. | Cocoa | Lorie Matthews | (386) 943-5480 | Civil Engineering students, Junior or higher;Minimum GPA 3.0 |
| 55990836 | District 5 | The intern will learn FDOT Policies and Procedures related to freight, aviation and seaports in order to review documentation related to these disciplines; provide assistance to the Freight and Logistics team coordinating daily/weekly/monthly meetings, outreach and FDOT business; support daily activities of the Freight Coordinator, Seaport Coordinator and Aviation Coordinator; and attend meetings at the request of FDOT personnel. | DeLand | Lorie Matthews | (386) 943-5480 | Civil Engineering or Planning Students, Junior or Senior or Graduate Level. |

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| 55990844 | District 7 | The intern should be an eager and computer savvy, fast learner and organized young student, to work part time with the District Maintenance Office. Interested candidates will perform the following duties: • Update the Maintenance SharePoint and provide new ideas for improvements that could be implemented to facilitate access to available information. • The intern will work with Geographic Information System (GIS) and ArcGIS/ArcMap to filter and manipulate data and plot GIS maps for certain roadway features. • Assist in production of some drawings with the use of a CAD software (MicroStation). • Provide support to district maintenance staff with administrative duties as needed. • Perform other duties as needed to support maintenance activities within the district. | Tampa | Jackie Beebe | (813)-975-6268 | Civil Engineering students, Junior, Senior or graduate level. Minimum GPA 3.0 |
| 55990847 | District 7 | Eager transportation engineering student to work with the Traffic Operations Office. Interested individual will work with one of the most vibrant and dynamic state agencies to address safety and mobility opportunities in the Tampa Bay region. • Review crash reports and constructing collision diagrams using Crash Data Management System. • Update District 7 fatal tracking system (20 to 30 fatal crash reports a month). Reviewing fatal crash reports, analyzing crash sites and proposing safety improvement recommendations. • Conduct various traffic & safety studies including pedestrian crossing studies, signal warrant analysis, turn lane evaluations, etc., • Review crash reports and provide safety or operational recommendations. • Using available data and information, generate safety and operational improvement recommendations. This may including street lighting, median access modifications, new crosswalks, adjustments to signing & pavement markings, pedestrian channelization, rectangular rapid flashing beacons, pedestrian hybrid beacons, etc. • Assist in data collection in the field. • Maintain status and organization of historical studies in District 7 SharePoint. • Compile crash data and Master reports for Work Program projects for internal and external customers. • Generate benefit/cost analysis and net present value for District 7 Design Build Push Button III contract safety projects | Tampa | Matthew Weaver | (813) 975-6254 | Junior or senior student pursuing a Bachelor's in Geography, Urban Planning, Civil Engineering, Cartography, or a closely related field with an emphasis in GIS preferred. Minimum GPA 2.8 |
| 55990854 | Tumpike | The intern would have the opportunity to work in the following areas: • Traffic Engineering – Intern would analyze traffic operations on existing and proposed facilities using a variety of analysis software. • Technical Support – The intern would be tasked with reviewing design traffic forecasts, operational analysis, and design traffic reports. • Meetings – Since much of our time and work is contained in meetings, the intern would attend and monitor meeting activities including note taking, scheduling, support, and archiving documents. | Ocoee | Jennifer Makin | Jennifer.Makin@dot.state.fl.us (407) 264-3609 | Junior or Senior in Civil Engineering |